



<b>Required Book(s) and/or Online Access:</b> <ul style="list-style-type: none"> <li>• Sten-Ed Real-time Theory Pack #2 (ISBN #: 9780938643010)</li> <li>• English Made Easy (ISBN#:780072938029)</li> </ul>	<b>Required Materials/Supplies:</b> <ul style="list-style-type: none"> <li>• Steno writer</li> <li>• Computer Headset</li> <li>• Steno software</li> <li>• Flash Drive</li> </ul>
<p><i>All required books and most materials/supplies can be purchased from the ATC bookstore. Stop by during operational hours for pricing, booklist and other purchasing information.</i></p>	
<b>Grading System:</b> <ul style="list-style-type: none"> <li>A 90 - 100%</li> <li>B 80 - 89%</li> <li>C 70 - 79%</li> <li>D 60 - 69%</li> <li>F 0 - 59%</li> <li>I Incomplete</li> </ul>	<b>Additional Program Specific Grading Information:</b> <ul style="list-style-type: none"> <li>Daily/Classwork 25%</li> <li>Quizzes/Tests 25%</li> <li>Exams/Projects 50%</li> </ul>
<b>Course Grading Policy:</b> Students' grades and attendance are based on the following: <ul style="list-style-type: none"> <li>• Scheduled assignments are assigned due dates. Late submission of work will affect the assignment grade.</li> <li>• Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be his/her own.</li> <li>• Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments.</li> <li>• Exams may include an oral or lab/skills component.</li> </ul>	
<b>View Your Grades:</b> <b>Grades can be viewed online by following the directions below:</b> <ol style="list-style-type: none"> <li>1. Go to <a href="https://browardfocus.com">https://browardfocus.com</a> (access FOCUS using Chrome, Firefox or Safari).</li> <li>2. Student ID which is on your student schedule.</li> <li>3. Passcode: Student's date of birth formatted as YYYYMMDD.  <i>Four digits for the year, two digits for the month and two digits for the day.</i></li> </ol>	
<b>Classroom/Lab Rules:</b> <ul style="list-style-type: none"> <li>• Read and follow DAILY AGENDA upon arrival.</li> <li>• Follow all rules in the student and discipline code books.</li> <li>• Cell phones silent or OFF and PUT AWAY.</li> <li>• Contact instructor by 8:00 am on the same day when absent (email preferred).</li> <li>• Come to class prepared to work and be respectful of ALL class members.</li> <li>• ALL assignments submitted to instructor must reflect the student's own individual work.</li> <li>• <b>NO FOOD OR BEVERAGES IN THE LAB.</b></li> </ul>	
<b>Industry Certification &amp; State Credential Exam Cost:</b> <ul style="list-style-type: none"> <li>• State of Florida Ready to Work</li> </ul> <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.</i></p>	<b>Outstanding Student Recognition Information:</b> A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

**Program Name: Court Reporting Transcriptionist**

**Course Number: OTA0039**

**Course Name: Court Reporting Fundamentals (150 Hours)**

**Occupational Completion Point: A**

**Intended Outcomes:** [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Perform e-mail activities
- Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication
- Demonstrate knowledge of legal principles and terminology
- Demonstrate employability skills
- Demonstrate mathematics knowledge and skills
- Demonstrate language arts knowledge and skills
- Demonstrate basic steno writer skills

**Course Number: OTA0044**

**Course Name: Court Reporting Transcriptionist 1 (150 Hours)**

**Occupational Completion Point: A**

**Intended Outcomes:** [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Demonstrate comprehension and communication skills
- Perform electronic steno writer shorthand skills
- Demonstrate knowledge of computer/information systems

**Course Number: OTA0045**

**Course Name: Court Reporting Transcriptionist 2 (300 Hours)**

**Occupational Completion Point: A**

**Intended Outcomes:** [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Perform electronic steno writer shorthand skills
- Perform oral and written communication activities
- Demonstrate knowledge of computer/information systems

**Course Number: OTA0046**

**Course Name: Court Reporting Transcriptionist 3 (150 Hours)**

**Occupational Completion Point: A**

**Intended Outcomes:** [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Perform steno writer shorthand skills
- Perform oral and written communication activities
- Demonstrate knowledge of computer/information systems
- Participate in work-based learning activities